

Grace Loggins

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Summary

Detail-oriented Communications graduate with a strong emphasis in Public Relations and Advertising, with a minor in Marketing. Experience in event planning, outreach, and customer service through roles in nonprofit and retail environments. Skilled in designing promotional materials and managing logistics to ensure successful events. Passionate about leveraging communication skills to drive brand engagement and community outreach.

Education

Bachelor of Arts in Communications

Emphasis in Public Relations and Advertising, Minor in Marketing

Jacksonville State University, Jacksonville, AL

Graduation: December 2024

Relevant Work Experience

Assistant Walk Manager - Internship

Alzheimer's Association

Jacksonville, AL | May, 2024 – August, 2024

- Coordinated logistics for walks in Jacksonville, Huntsville, and Decatur.
- Managed outreach efforts to engage sponsors and previous participants in community engagement for the fundraisers and other events.
- Designed promotional materials, including event flyers, to increase awareness on multiple social media outlets.
- Developed fundraising ideas

Sales Clerk and Manager

Center for Domestic Preparedness Gift Shop

Fort McLellan, AL | June, 2023 – December, 2024

- Managed inventory by placing stock orders and maintaining inventory levels.
- Provided exceptional customer service both in-person and via email.
- Handled employee scheduling and assisted in designing a new store layout.

Director of Event Planning

Social Sorority

Jacksonville State University, Jacksonville, Alabama | [November, 2021] – [November, 2022]

- Planned and executed various events including semi-formal, formal, and large social gatherings.
- Developed and implemented events to support the chapter's goals
- Managed attendance records and logistics for successful event execution.
- Coordinated and planned homecoming floats, sheet signs, and decorations for various events
- Worked closely with large companies and businesses to provide tickets and food for 150 people

Skills

- **Event Planning and Coordination**
- **Writing**
- **Customer Service Excellence**
- **Marketing and Outreach Strategies**
- **Graphic Design for Marketing Materials**
- **Social Media Marketing**
- **Organization**
- **Creativity**
- **Proofreading and Editing**

References

Available upon request